

Being Sustainable at Work



We all have the **power** to make a positive **difference** no matter how small the action

What will you do?

Make your change



Together we can **save £100,000s** to help deliver better outcomes for our students and staff and while doing so, **reduce the University's environmental footprint.**

By improving on past processes and actions, we can achieve financial, social, and environmental prosperity. This document provides examples of what can be done on an individual and collective level. What will you do to make a difference? **We must all set a positive example.**

Check out our Sustainability Team's website www.gre.ac.uk/sustain.

Contact the team sustainability@gre.ac.uk for support and advice.



Energy Saving

Making a conscious effort to save energy at work not only helps the environment, **but it also saves money.** Our annual energy bill is over **£3 million**, but with **your help** this can be reduced.

Energy saving tips

- ⓘ **Read the [Heating & Cooling Policy](#)**; every 1°C of heating **costs £41K.**
- ⓘ **Close windows & blinds** to keep in heat, **saving 13-14%** of energy
- ⓘ **Do not adjust thermostats**, ask the [FM Helpdesk](#) for support
- ⓘ **Avoid personal heaters**; they emit **322kg of CO₂ emissions** over 3 months
- ⓘ **Ask your colleagues** if they also want a cuppa; **¾ of us boil too much**
- ⓘ **Switch off PC screens**; 20% of staff turning off saves **£22,000 per year**
- ⓘ **Switch off equipment** (excl. PC's & MFD's). **Unplug** unused chargers
- ⓘ **Switch off projectors** after teaching; every hour left on **costs over £1**
- ⓘ **Switch off lights**; leaving on overnight in an office can **cost £253 a year**
- ⓘ **Avoid the lift** if possible, saving **£4,600 per year** with better practice



Consider carefully what you buy

We can all make a difference by considering our purchases. We can **save money and help the environment**, from stationery to furniture, by buying less or not at all.

Purchasing tips

- 🛒 Always think, **do you need it** or are alternatives available?
- 🛒 Organise a **stationery amnesty**
- 🛒 **Buy recycled paper** over non-recycled virgin pulp at a similar cost
- 🛒 **Buy Grade A or higher** electrical efficiency appliances and equipment
- 🛒 **Check for** the Fairtrade, FSC or other accreditations on products
- 🛒 **Use your reusable cup** and **save up to £37** per year on hot drinks
- 🛒 **Reducing one** red meat meal will **save 6kg of CO₂ emissions** per week.

Did you know the university spends around **£1 million** on furniture & repairs annually? **Use Warp-It** before buying www.warp-it.co.uk/greenwich



Waste, Recycling & Correct Segregation

Recycling systems at home may be different from those at the University. **Always check the posters** for what you can recycle.

Recycling tips

- ♻️ **Set a zero-print target;** in 18/19 we spent **£28,000** on paper!
- ♻️ **Every tonne counts;** recycling is cheaper to remove than general waste
- ♻️ **Check packaging;** some of our streams **cost £300** per tonne for disposal
- ♻️ **Double check;** 70% of waste could be recycled, is it the right bin?
- ♻️ **Wash dirty** items meant for recycling before disposing
- ♻️ **External printing?** Avoid overprinting and choose recycled or FSC paper

The University generates over 600 tonnes of waste a year and only **~54% is recycled**. Can you avoid generating waste and recycle more?



Travel tips

Covid-19 has shown us that we can work effectively with less need to travel; saving us time, stress and money. How will you change?

Transport tips

- 🚌 **Virtual meetings** save time & money, return mileage **Gre-Med is £14.40**
- 🚌 **Use the intercampus buses,** they are frequent and carbon efficient
- 🚲 **Cycle locally;** all campuses have multiple bike racks and shower rooms.
- 🚲 **Share the journey;** if attending meetings share with a colleague
- 🚲 **Use technology;** apps like **BetterPoints** give rewards for avoiding the car

Did you know that University business/research **flights contributed 2,235 tonnes of CO₂ in 2018/19?** Consider every flight needed, available alternatives and whether you can virtually attend a proportion of events.



Reduce water consumption

Water is crucial to us all. 70% of our planet is covered in water, but **only 2.5% is drinkable** and **1% easily accessible**.

Water reducing tips

- 💧 **Do not leave water running;** we use over **90,000 litres per year!**
- 💧 **Remove the cooler** and its associated transport, finances & waste plastic
- 💧 **Need a shower?** One minute less could **save 21 glasses of water**
- 💧 **We pay for water;** contact [FM Helpdesk](#) if leaks appear

Did you know that according to Waterwise a dripping tap, if left, can waste 5,000 litres of water a year? That is the same as **24 pints per day!**



For the environment & yourself

Lead by example; our actions will make a difference and influence others.

Extra tips

- 👉 **Chewing gum and cigarette butts** cause pollution, bin them!
- 👉 **Indoor plants** provide fresh-air and can help destress
- 👉 **Take breaks** and enjoy the outdoor natural spaces
- 👉 **Join Eco-Team**, the university's dedicated student & staff network
- 👉 **Volunteer;** from gardening to campaigning, there are opportunities
- 👉 **Review your work area;** from water coolers to stationery, is it needed?
- 👉 **Calculate your carbon footprint;** <https://footprint.wwf.org.uk/#/>
- 👉 **Speak to your colleagues;** it can bring some interesting insights
- 👉 **Ask questions** in your departments about sustainable processes

Remember, advice is available for ourselves, employees and students www.gre.ac.uk/hr/occupational-health-and-wellbeing

Action Record & Reporting

Creating a plan will identify progress, support and achievement. Replicate what you do at home at work (and vice versa). Set personal and team challenges and do not be afraid to tackle the trickier issues.

Keep the Sustainability Team informed of your progress and to influence others. Together we can achieve a sustainable future.

Actions & Start date:	Progress after 1 week	Progress after 2 weeks	Progress after 1 month	Progress after 3 months
eg Zero printing start 06/09/20	Printing down 50% to ~20 sheets.	Prints down 75%. Using tablet for meetings.	Prints down 90%. Signatures now signed on PDFs.	Prints down 90%. Wider team zero print target.

Keep in touch

There are plenty of other ways to learn about our sustainable progress. Remember to join the Yammer Group Sustainability Action Network

Sust_greenwich



UoGSustainability



UoG_Sustainability



All figures are from in-house calculations or reliable documented sources.